



**I. COURSE DESCRIPTION:**

Students will be scheduled to perform basic manicures services for the community at a predetermined location within the city. Students are responsible for providing their own transportation to and from each placement.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Establish and maintain professional relationships in adherence to standards and ethics associated with the profession.

Potential Elements of the Performance:

- Adhere to professional expectations for dress, hygiene, and grooming (Esthetician Diploma Program Policies and Procedures)
  - Adhere to the Code of Ethics associated with the Esthetic Industry
  - Comply with the Student Code of Conduct regarding behavior
  - Comply with the terms of the Confidentiality Agreement
  - Demonstrate punctual and regular attendance
  - Demonstrate accountability for your academic and professional growth
  - Employ effective interpersonal, verbal, and non verbal communication skills in dealing with clients, peers, supervisors and professors
  - Comply with and promote municipal, provincial, and federal regulations related to Esthetician licensing, insurance, registration, and certification where appropriate
2. Adhere to health, safety, sanitation, infection and prevention control guidelines, according to the current legislation, national, provincial, municipal, and industry standards and regulations.

Potential Elements of the Performance:

- Use manicure instruments in a safe, correct, and professional manner
- Practice safe and effective cleaning and disinfection methods during treatments, in accordance to Algoma Public Health
- Keep work stations clean, and safely dispose of non reusable items, in accordance with proper hygiene procedures as required by the local public health unit.

- Use gloves, and or masks and other suitable personal protective equipment appropriately during the provision of treatments to ensure safety of the client and others
- Seek out information and follow guidelines pertaining to occupational health and safety legislation, regulations, established policies and procedures, and relevant municipal by laws
- Handle hazardous materials and dispose of waste and equipment in compliance with current legislation, municipal by laws, regulations, standards, and established policies and procedures

### III. TOPICS:

1. Professional Image: Appearance, Attitude, Communication, Ethics
2. Sanitation
3. Manicures

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Clean Uniform, White Shoes and Name Tag  
 Manicure Supplies From the Student Spa  
 Time Sheet

### V. EVALUATION PROCESS/GRADING SYSTEM:

This course will be evaluated with either an “S” or a “U” grade

Requirements for an “S” grade:

- Students must have a 100% attendance.
- Group A - 48 hours
- Group B - 48 hours
- Completed time sheet with signatures from Activity Co-ordinator

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 – 79%	2.00

C	60 – 69%	2.00
D	50 – 59%	1.00
F	49% and below	0.00
C	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

***NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.***

## VI. SPECIAL NOTES:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

## VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.